



Personnel

**HQ AETC CIVILIAN EMPLOYEE OF THE
QUARTER PROGRAM**

----- Compliance with this publication is mandatory -----

This instruction implements AFD 36-28, *Awards and Decorations*. It establishes the procedures for the HQ AETC Civilian Employee of the Quarter Program as a recognition program to honor its civilian employees. It applies to HQ AETC directors and chiefs of special staff.

SUMMARY OF REVISIONS

Updates nomination format and suspenses. Changes OPR from HQ AETC/DPC to HQ AETC/DPP. A ★ indicates changes since the last edition.

1. Purpose of Award. Many of the superior accomplishments of HQ AETC are due to the outstanding efforts of civilians who work in the headquarters. Although there are various organizational awards for civilian employees, this program provides headquarters employees with well-deserved command recognition.

★2. Responsibilities. The Personnel Recognition Programs Division (HQ AETC/DPP) is responsible for administering the program. All headquarters units will provide support to HQ AETC/DPP as needed and requested.

★3. Nomination Procedures:

3.1. Civilian employees may be nominated quarterly. Nominations are due to HQ AETC/DPP by the last workday of December, March, June, and September. To select nominees, directors and chiefs of special staff will screen their employees, will review nominations with supervisors, and may conduct boards within the organization. Each July the four previous quarterly winners (except winners from HQ Recruiting Service) will compete to be the HQ AETC nominees for the Air Force Association's Dan Berkant Award.

3.2. The awards program is divided into the following three categories: GS 1 through 6, GS 7 through 10, and GS/GM 11 through 13. Each directorate and chief of special staff may submit one nominee for each category each quarter.

3.3. Submit the nomination in bullet format on an AF Form 1206, **Nomination for Award**, using one side only. Each nomination should address the five areas of accomplishment listed on the sample at attachment 1. Submit the nomination in an original and four copies.

3.4. An employee may not be submitted more than once a year if the individual has won in his or her category for that year. **NOTE:** If an individual is promoted during the period, he or she should be submitted in the category for the position he or she has held for the majority of the time.

3.5. Field operating agencies (FOA) aligned with headquarters will compete within the parent directorate. For example, AETC/CSS personnel will compete within the SC directorate; AOS, TRSS, and AFOMS personnel will compete within the DO directorate; and AETC Studies and Analysis Squadron (AETC SAS) personnel will compete within the XP directorate.

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★4. **Nomination Committee.** The committee will be composed of a chairperson and two representatives from various directorates for a total of three persons. The committee will review nominations and make recommendations to the Director of Staff (HQ AETC/DS)

for final approval. (Membership on the committee will be rotated.) Quarterly award winners will receive an engraved AETC plaque. HQ AETC/CCF will provide funding for the plaques.

MICHAEL J. DUFFEE, Colonel, USAF
Director of Personnel

★**Attachment:**

1. Sample Nomination Format (AF Form 1206)

SAMPLE NOMINATION FORMAT (AF FORM 1206)

NOMINATION FOR AWARD		
AWARD CIVILIAN OF THE QUARTER	CATEGORY GS/GM 11/13	AWARD PERIOD 1 APR - 30 JUN
RANK/NAME OF NOMINEE (Last, First, Middle Initial) GS-11/SMITH LINDA A..		SSN 123-45-6789
DAFSC/DUTY TITLE PERSONNEL SPECIALIST		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS HQ AETC/DP	
BASE/STATE/ZIP CODE RANDOLPH AFB TX 78150-4308	TELEPHONE (DSN & Commercial) 77890	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) NAME OF DIRECTOR/CSS		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Individual knowledge of the job and leadership qualities. <ul style="list-style-type: none"> - The development of new techniques that resulted in significantly increased mission effectiveness. Leadership in social, cultural, or religious activities in the military/civilian community. <ul style="list-style-type: none"> - What was accomplished that tangibly contributed to the community or group? Articulate and positive spokesperson for the Air Force. <ul style="list-style-type: none"> - How did the nominee demonstrate his or her ability to represent the Air Force? Accomplishments receiving recognition by regional or national professional organizations. <ul style="list-style-type: none"> - Has the employee received other awards from other organizations, such as the Federal Employee of the Year Award, the Dan Berkant Award, etc.? (These awards could have been received during any timeframe.) Other accomplishments that distinguished the individual from others of equal or higher grade. <ul style="list-style-type: none"> - Compared to other employees, how has the employee's accomplishments surpassed others? 		